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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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April 28, 2006

TO: Executive Department of Education
Office of Hawaiian Affairs Senate
Judiciary University of Hawaii
House of Representatives

FROM: Aaron S. Fujioka
Administrator

SUBJECT: **Change No. 1**
SPO Price List No. 06-20 (Oahu only)
YEAR 2007 CALENDARS, REFILLS, STANDS AND APPOINTMENT BOOKS
Order Deadline: September 1, 2006 (unless noted)
IFB-06-073-O

The following changes are made to the price list:

1. **CHANGE** description of item 11.

From: (from July 2005 to August 2006)
To: (from July 2006 to August 2007)

2. **ADD** the following to describe items 20a (1) and 20a (2):

Daily Planning System 4-1/4" x 6-3/4", "compact size", "Franklin Covey" format, daily loose leaf, 2 pages per day format with space for priorities, appointments, expense and time/log diary.

The current price list incorporating Change No. 1 is available on the SPO website: www.spo.hawaii.gov; "click" on "SPO Price List and Vendor List". At the search screen, enter the List Title.

Should you have any questions, Vicki Kitajima can be contacted by phone at (808) 586-0566 or by fax at (808) 586-0570.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO PRICE LIST NO. 06-20 (Oahu only)

Includes Change No. 1

Revised April 28, 2006

YEAR 2007 CALENDARS, REFILLS, STANDS AND APPOINTMENT BOOKS

(IFB-06-073-O)

Order Deadline: September 1, 2006 (unless noted)

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive
- Department of Education
- Senate
- House
- Judiciary
- Office of Hawaiian Affairs
- University of Hawaii

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, SPO Price List Purchase Exemption", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Procurement of Goods, Services and Construction - Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Vicki Kitajima	586-0566	586-0570	vicki.a.kitajima@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Senate	Paul T. Kawaguchi	586-6720	586-6719	senclk@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
DOE	Connie Chun	675-0130	675-0133	connie_chun@notes.k12.hi.us
U.H.	Gwen Won	956-8687	956-2093	gwon@hawaii.edu
OHA	Ernest Kimoto	594-1954	594-1865	erniek@oha.org

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDORS. Orders for Year 2007 Calendars, Refills, Stands and Appointment Books are to be placed with the following vendor:

VENDORS:	<u>Address</u>	<u>Telephone/Facsimile</u>
Hawaii Stationery Co., Ltd.	<u>Purchase Orders:</u> 99-1418-Koaha Place Aiea, Hawaii 96701-1301	Ph# (808) 486-3200 Fax# (808) 486-3111
	<u>Payments:</u> P.O. Box 1301 Aiea, Hawaii 96701-1301	

Contact Person: Lisa Castillo (808) 486-3200 x204 or
Nadine Nakamura (808) 486-3200 x203

E-mail Address: sales@hawaiistationery.com

Vendor has the capability to accept procurement/credit cards, in addition to purchase orders.

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include delivery to destination and all other costs **except** the Hawaii General Excise Tax (GET), currently 4%. Agencies are advised to add the 4% tax to their purchase order total.

PURCHASING CARD (pCard). Agencies of the Executive branch, with the exception of the Department of Education, Office of Hawaiian Affairs and the University of Hawaii, shall use the State's purchasing card (pCard) for orders totaling less than \$2500. If vendor requires hardcopy confirmation of a transaction made by pCard, agency may use SPO-10B, pCard Order Form, available on the SPO website: www.spo.hawaii.gov; click on "Forms for State Agencies" in the Procurement of Goods, Services & Construction – Chapter 103D, HRS menu.

For purchases \$2500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS shall be issued for purchases \$2500 or more; and for vendors who either do not accept the pCard or who set minimum order requirements before accepting the pCard for payment or who charge its customers a transaction fee for the usage.

"SPO PL 06-20" must be typed on purchase orders issued against this price list.

ORDERING on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the price list period. Vendor is not obliged to accept any order received after the price list expiration date; however, vendor shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the price list expiration date.

In the interest of minimizing both order processing and dealer's delivery costs, agencies urged to consolidate on each order as many items from as many price lists as possible and to issued those orders as soon as possible. Maximize orders to minimize deliveries

SPECIAL INSTRUCTIONS FOR ORDERING and DELIVERY:

With the exception of Franklin Covey Planners (Item nos. 19b and 20b), orders must be placed by **September 1, 2006**.

With the exception Franklin Covey Planners (Item nos. 19b and 20b), delivery should be completed by November 30, 2006 or earlier, but **no later than December 15, 2006**.

Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from date of delivery.

VENDOR AND PRODUCT EVALUATION form, SPO-12, revised 9/30/05, is made available to the agencies for the purpose of addressing concerns on this price list. A copy of the form is attached and it can be accessed from the SPO website: www.spo.hawaii.gov. "Click on Forms for State Agencies in the Procurement of Goods, Services and Construction – Chapter 103D, HRS menu.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on SPO Price List and Vendor List.



Aaron S. Fujioka
Administrator

GROUP I - 2007 DESK CALENDAR REFILLS AND STANDS

- | | | | | | |
|----|-------------------------------|--------------------|-------------|---------------|--|
| 1. | <u>Medium Book Style</u> | | | | |
| | a. 3" x 3-3/4", two | | | | |
| | pages per day | <u>At-A-Glance</u> | | | |
| | unruled, holes | E91950 | \$1.25 each | HI Stationery | |
| | 1-1/4" apart | | | | |
| | b. Base: plastic, black | E1900 | 2.65 each | HI Stationery | |
| 2. | <u>Jumbo Book Style</u> | | | | |
| | a. 3-1/2" x 6", 2 pages per | | | | |
| | day, 1/2-hour appointments | | | | |
| | on left page, holes | | | | |
| | 2" apart | E717R50 | 0.44 each | HI Stationery | |
| | b. Base: plastic, black | R1700 | 1.40 each | HI Stationery | |
| 3. | <u>Wall/Desk Calendar,</u> | | | | |
| | 22" x 17", 12 months, | | | | |
| | 1 month per tear-off | | | | |
| | sheet, 2 eyelets at top | | | | |
| | for hanging, non-refillable, | | | | |
| | black | SK24R00 | 0.96 each | HI Stationery | |
| 4. | <u>12-Month Wall Calendar</u> | | | | |
| | 24" x 36", reversible | | | | |
| | (vertical year on one | | | | |
| | side, horizontal year | | | | |
| | on the other side) | PM21228 | 4.20 each | HI Stationery | |

GROUP II - APPOINTMENT BOOKS

- | | | | | | |
|----|-----------------------------------|--------------------|-----------|---------------|--|
| 5. | <u>Daily</u> | | | | |
| | 4 7/8" or 5" x 8", 1 weekday | | | | |
| | per page, 1/4-hour | <u>At-A-Glance</u> | | | |
| | appointments, non-refillable | | | | |
| | black | G10000 | 2.68 each | HI Stationery | |
| 6. | <u>Weekly, 3-3/4" x 6",</u> | | | | |
| | 1 week per two pages, | | | | |
| | hour appointments, | | | | |
| | tabbed phone/address | | | | |
| | section, non-refillable | | | | |
| | black | G25000 | 2.55 each | HI Stationery | |
| 7. | <u>Weekly, 4 7/8" or 5" x 8",</u> | | | | |
| | 1 week per two pages, | | | | |
| | hour appointments, non-refillable | | | | |
| | black | G20000 | 1.38 each | HI Stationery | |

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|-----|---|---------|-----------|---------------|
| 8. | <u>Weekly</u> , 4 7/8" or 5" x 8",
1 week per two pages,
hour appointments, tabbed
phone/address section
black | G21000 | 2.17 each | HI Stationery |
| 9. | <u>Weekly</u> , 12-month planner,
6-7/8" x 8-3/4", 1 week per two
pages, daily columns, open
appointments, nonrefillable
black | G59000 | 1.97 each | HI Stationery |
| 10. | <u>Weekly</u> , Professional Appointment
Book, 8" or 8-1/2" x 11", 1 week
(Mon-Sun) per two pages, 1/4-hour
appointments, non-refillable
black | G52000 | 2.33 each | HI Stationery |
| | burgundy | G52014 | 2.33 each | HI Stationery |
| 11. | <u>Weekly</u> , Academic/Fiscal
Professional Appointment Book,
approx. 8-1/4" x 10-1/2" or 10 7/8" min.
14-month (from July 2006 to August 2007)
1 week (Mon-Sun) per two pages, 1/4-hour
appointments, non-refillable
black | 7095705 | 2.33 each | HI Stationery |
| 12. | <u>Monthly</u> , 6-7/8" x 8-3/4",
1 month per two pages,
memo section, non-refillable
black | G40000 | 1.89 each | HI Stationery |
| 13. | <u>Monthly</u> , Business Oriented
Appointment Book, 8" x 10",
1 month per two pages,
(starts with Monday or Sunday),
phone/address and perforated
memo section, non-refillable
black | 7013005 | 3.35 each | HI Stationery |
| 14. | <u>Monthly</u> , 8" x 12" ±1/2",
1 month per two pages,
14-months (Dec-Jan), ruled
daily squares, non-refillable
black | G47000 | 1.37 each | HI Stationery |
| | red/burgundy | G47014 | 1.37 each | HI Stationery |

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|-----|---|-----------|---------------|
| 15. | <u>Monthly, Academic/Fiscal</u>
Appointment Book/Planner,
8-1/2" x 12", minimum 13-months,
(July 2006-July/August 2007) one month per
two pages, large daily scheduling
blocks, non-refillable, wire bound
black AY200 | 1.37 each | HI Stationery |
| | | | |
| 16. | Monthly, Appointment Book/
Planner, 9" x 12", 13-month
(Jan-Jan), one month per two
pages, large daily unrulred or ruled
scheduling blocks, nonrefillable,
telephone/address section,
wire bound
black 7026005 | 1.37 each | HI Stationery |

GROUP III - DIARIES

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|-----|--|------------|---------------|
| 17. | <u>Dated, Commercial Diary,</u>
5-3/4" x 8-1/4" 1 day per
page, no columns, hard
cover bound, faint ruling, <u>At-A-Glance</u>
red SD38913 | 6.50 each | HI Stationery |
| | | | |
| 18. | <u>Dated, Daily Journal,</u>
7-11/16" x 12-1/8", 1 day per
page, description and expense
columns, hard cover bound
red SD37713 | 15.00 each | HI Stationery |

GROUP IV - PLANNERS

Daily Planning System

5-1/2" x 8-1/2", "Classic Size", "Franklin Covey" format, daily loose leaf, 2-pages per day format with space for priorities, appointments, expenses, and time/log diary.

Refill sets include 12-month daily format, 12-month expense summary/auto record log, 5 year planner, phone/address directory, 12 tabbed monthly dividers

Delivery will start within two months of the refill inception date depending when the orders were placed. AGENCIES ARE ADVISED TO PLACE ORDERS AS SOON AS ALLOWED.

19a.	January 2007 to December 2007	<u>Franklin Covey</u> 30362	15.74	HI Stationery
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19b.	April 2007 to March 2008	<u>Franklin Covey</u> 30363	15.74	HI Stationery
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ORDERS MUST BE PLACED ON OR AFTER OCTOBER 1, 2006 and by MARCH 31, 2007

19c.	<u>Starter Pack</u> : includes instructional brochure, page marker/ruler, personal management tabs	27400	4.49 each	HI Stationery
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19d.	<u>Binder</u> , 7-ring, chrome hardware, business cardholder, pen loop, extra paper flap, memo pad slot, black	29765	25.20 each	HI Stationery
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Daily Planning System

4-1/4" x 6-3/4", "compact size", "Franklin Covey" format, daily loose leaf, 2 pages per day format with space for priorities, appointments, expense and time/log diary.

20a (1)	January 2007 to December 2007	<u>Franklin Covey</u> 30358	14.47	HI Stationery
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20a (2)	April 2007 to March 2008	<u>Franklin Covey</u> 30359	14.47	HI Stationery
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ORDERS MUST BE PLACED ON OR AFTER OCTOBER 1, 2006 and by MARCH 30, 2007



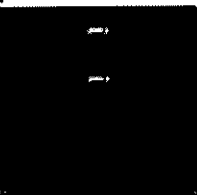
17. **निर्देशक** _____

E-919 AT-A-GLANCE® Compact Daily Desk Calendar Refill



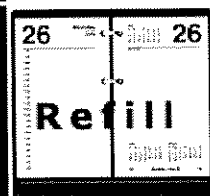
- Size: 3" x 3 3/4"
- 12 months (January-December)
 - Unruled, two pages per day
 - Past, current and future months reference

E-19 AT-A-GLANCE® 19-Style Desk Calendar Base



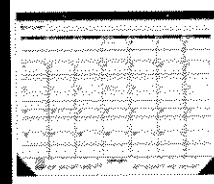
- Size: 3" x 3 3/4"
- Holds standard 3" x 3 3/4" page size loose-leaf calendar pages (E919)
 - Plastic feet protect desk surface
 - Black molded plastic

E-717R AT-A-GLANCE® Daily Desk Calendar Refill
Recycled



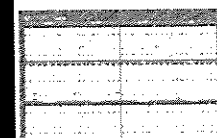
- Size: 3 1/2" x 6"
- 12 months (January-December)
 - Half-hourly appointments, 7:00 a.m.-5:00 p.m.; two pages per weekday
 - Past, current and future months reference

SK-24R AT-A-GLANCE® Monthly Desk/Wall Pad
Recycled



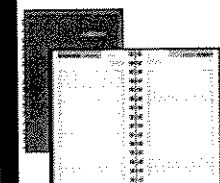
- Size: 22" x 17"
- 12 months (January-December)
 - Block size: 3" x 2 1/4"
 - One month per page; full-year calendar reference

PM-212 AT-A-GLANCE® Vertical/Horizontal Wall Calendar



- Size: 24" x 36"
- 12 months (January-December)
 - Block size: Side One - 1 1/4" x 1 3/8"; Side Two - 1 1/4" x 1 1/4"
 - Reversible: Side One - vertical yearly dated; Side Two - horizontal yearly dated

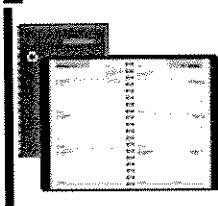
G-100 DayMinder® Brand Daily Desk Appointment Book



- Size: 4 7/8" x 8"
- 12 months (January-December)
 - Quarter-hourly appointments, 7:00 a.m.-7:45 p.m.; one weekday per page
 - Printed on quality recycled paper with 30% post-consumer material

G-250

DayMinder® Brand Weekly Pocket Planner

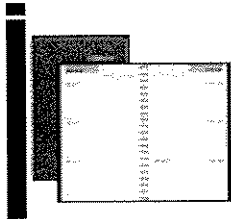


Size: 3 3/4" x 6"

- 12 months (January-December)
- Hourly appointments, 8:00 a.m.-5:00 p.m.; one week per two-page spread
- Julian dates

G-200

DayMinder® Brand Weekly Desk Appointment Book

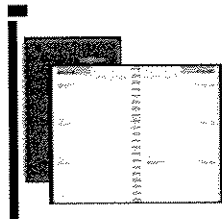


Size: 4 7/8" x 8"

- 12 months (January-December)
- Hourly appointments, 8:00 a.m.-5:00 p.m.; one week per two-page spread
- Printed on quality recycled paper with 30% post-consumer material

G-210

DayMinder® Brand Weekly Appointment Book, Tabbed Telephone/Address Section

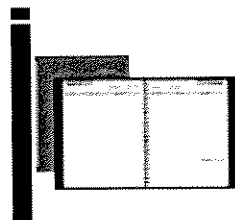


Size: 4 7/8" x 8"

- 12 months (January-December)
- Hourly appointments, 8:00 a.m.-5:00 p.m.; one week per two-page spread
- Printed on quality recycled paper with 30% post-consumer material

G-590

DayMinder® Brand Weekly Planner, Open Scheduling

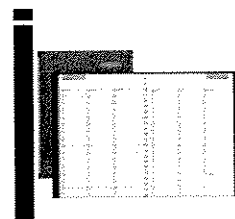


Size: 6 7/8" x 8 3/4"

- 12 months (January-December)
- One week per two-page spread; daily columns for appointments
- Printed on quality recycled paper with 30% post-consumer waste

G-520

DayMinder® Brand Weekly Professional Appointment Book

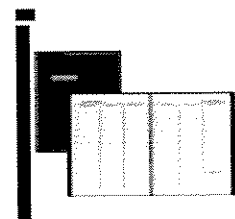


Size: 8" x 11"

- 12 months (January-December)
- Quarter-hourly appointments, 7:00 a.m.-9:45 p.m. Monday-Friday and 7:00 a.m.-6:45 p.m. Saturday; one week per two-page spread
- Printed on quality recycled paper with 30% post-consumer material

70-957

AT-A-GLANCE® Weekly Professional Appointment Book

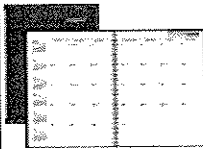


Size: 8 1/4" x 10 7/8"

- 14 months (July-August)
- Quarter-hourly appointments, 7:00 a.m.-8:45 p.m. Monday-Friday; 7:00 a.m.-5:30 p.m. Saturday
- Julian dates

G-400

DayMinder® Brand Monthly Planner

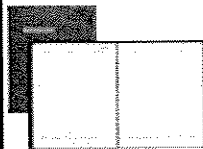


Size: 6 7/8" x 8 3/4"

- 12 months (January-December)
- One month per two-page spread
- Printed on quality recycled paper with 30% post-consumer material

70-130

AT-A-GLANCE® Monthly Classic Planner



Size: 8" x 10"

- 12 months (January-December)
- Business-oriented monthly format with unruled blocks section starting Monday
- Full-year calendar reference

G-470

DayMinder® Brand Monthly Planner

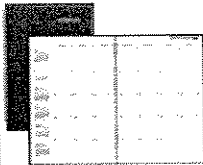


Size: 7 7/8" x 11 7/8"

- 14 months (December-January)
- One month per two-page spread
- Ruled daily squares

AY-2

DayMinder® Monthly Planner



Size: 7 7/8" x 11 1/8"

- 14 months (July-August)
- Page for future planning and phone numbers
- Printed on quality recycled paper with 30% post-consumer material

70-260

AT-A-GLANCE® Monthly Planner

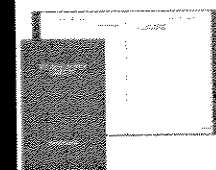


Size: 9" x 11"

- 13 months (January-January)
- Telephone/address pages, no memo section
- Monthly calendar appointment section

SD-389

AT-A-GLANCE® Standard Diary® Brand Recycled Daily Reminder

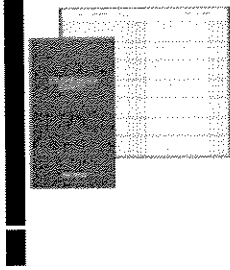


Size: 5 3/4 x 8 1/4"

- 12 months (January-December)
- One day per page, with 26 faint line rulings per day
- Monthly expense summary

SD-377

AT-A-GLANCE® Standard Diary® Brand Recycled Daily Journal



Size: 7 11/16" x 12 1/8"

- 12 months (January-December)
- One day per page
- Monthly expense summary

2007 Calendar Refills

